



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

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| Date: | Interviewer: Sue Guenter-Schlesinger & Mallory Sullivan | RFA #17 – 38 |
| Name of Person(s) Requesting Assistance: [REDACTED] | | |
| Contact Numbers (telephone, e-mail, etc.): | | |
| Status of Person(s) Interviewed (title, position, student status, etc.): Faculty | | |
| Requested Assistance Pertaining To (name, position, policy, project, etc.): Tenure Review in Dept. [REDACTED] | | |
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To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☐ Administrator ☐ Faculty ☒ Staff ☐ Student ☐
 Concern Regarding: Male ☐ Female ☐ Administrator ☒ Faculty ☒ Staff ☐ Student ☐

Category: *(Please check at least one)*

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|--|--|---|--|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input checked="" type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

| Time Line | | |
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| Date | Item | Comments |
| 4/12/2017 | [REDACTED] emailed SGS | |
| 4/19/2017 | [REDACTED] met with SGS at EO | |
| | [REDACTED] emailed dossier link to SGS | |
| 4/28/2017 | [REDACTED] met with Mallory at EO | To discuss how she would like to move forward with her concerns. [REDACTED] shared she is a person with a disability ([REDACTED]). Her concerns related to no disability accommodations being available to her during her tenure review process. [REDACTED] mailed the letter from her care provider about her disability to Julie Moon in January 2017, but did not receive a response about an appointment. [REDACTED] has not previously accessed HR for disability accommodations because she self-mitigates and does not need accommodations in her regular daily work, although the work for the tenure review process requires different tasks and increased pressure. |

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| | | <p>█████ shared she was interested in the following outcomes: (1) a process to ensure there are capable mentors for the tenure review process, specifically ones that understand the new e-doss process, (2) ensure there is proper notification to the union about disability accommodations and tenure review processes, (3) notice or training about disability accommodations for students in the performing arts, i.e. typical classroom accommodations may not be a good fit, (4) the chair person should review the dossier prior to the committee and let the faculty member know if there is anything missing or questions that can be addressed (5) a conversation with the dean and chair women, (6) address concerns about race discrimination concerns by students, (7) the dean to review SCOT analysis and consider that they cannot retain █████ and that some of these reasons may be why – there is a major rift between █████ and █████ Overall, █████ said that she does not want to remain in the department and that her best desired outcome would be change for the program moving forward. She would like to file an anonymous information complaint and have EO talk with █████ and █████ after she leaves. Mallory informed █████ that if any students have race discrimination concerns they are welcome to talk with EO – I will make time available for them as soon/if they would like to talk. █████ shared that they are aware of EO but do not want to talk with EO at this time, although they might moving forward.</p> |
| 5/4/2017 | █████ emailed documents | Three screenshots with information written by students about █████ and her teaching style and race concerns. Comments about race were anonymous. |
| 5/11/2017 | Mallory email to █████ | Re: follow-up conversation. (Response – █████ will call EO on 5/15) |
| 5/16/2017 | █████ call to Mallory | Missed call, received message. |
| 5/18/2017 | Mallory call to █████ | Missed call, left message. |
| 6/7/2017 | Mallory call to █████ | <p>Mallory called █████ to tell her that she received the information from students, but that she is wondering if there is any other information (documents or narrative) that she was planning to provide or that she would like discussed as part of the conversations that would occur as part of her anonymous RFA. █████ shared that she still feels that the department was not following the unit evaluation plan and that the whole thing has been related to her █████ which could have been resolved. She also shared that she heard the dean or chairperson congratulating themselves for pushing her out to become a professional. She stated that her preferred outcome is still for a conversation to be had with the Dean after she leaves on █████. █████ also stated that she has filed with the EEOC. Mallory informed █████ that if she wanted to file a complaint with the University that option is still available to her but that it had been Mallory's understanding that █████ did not want to file a formal complaint and instead wanted to do an anonymous RFA. █████ confirmed that this was the case. Mallory asked █████ if she had any additional questions, █████ responded that she wished there was more EO could do. Mallory again explained that the formal complaint process is still available to her. █████ stated that she felt the EO has done as much as they could. Mallory invited █████ to come by the EO office is she would like to talk more about the formal complaint process. █████ agreed that would be helpful.</p> |
| 6/9/2017 | Meeting with █████ Mallory, and Sue | Rescheduled by EO due to urgent EO matter. |

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| 6/13/2017 | ████ meeting with Mallory and Sue | Sue and Mallory explained the formal and informal complaint process and asked █████ again what her desired outcomes are and what assistance if any EO can provide. █████ stated that she has changed her position because she does not want something like this to happen to anyone else. She stated that she would like to file a formal complaint about her departments failure to provide her with support and/or accommodations needed to be successful in the tenure review process when they knew that she had a disability and had difficulty with the process the year prior. Prepared allegation. █████ will return to sign. |
| 6/16/2017 | ████ will stop by and sign allegation | No show. |
| 6/19/2017 | ████ email to Mallory | No show due to ill family member, will be back in town on 9/20 and sign then. |
| 6/20/2017 | ████ at EO | Allegations signed. See Complaint File █████ |
| 7/6/2017 | Sue call to █████ | 10-day deadline. Asking for 5 more days to review and requesting return call regarding additional documents needed. |